



CITY OF HOUSTON

Job Posting

Applications accepted	ALL PERSONS INTERESTED
Job Classification	TRANSLATOR (Multiple Positions)
Posting Number	PN# 109114
Department	Health & Human Services Department
Division	Neighborhood Services
Section	WIC Program
Reporting Location	8000 N. Stadium Drive 3 rd Floor*
Workdays & Hours	M - F, 8 a.m. - 5 p.m.* (Some evenings and weekends) *Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

DESCRIPTION OF DUTIES

Translates verbal and written communications from one language to another enabling the city to better server the needs of the non-English speaking public.

CORE FUNCTIONS

- Provides translation/interpretation of spoken passages from one language into another.
- Furnishes information by telephone and in person to non-English speaking customer/visitors.
- Provides translation of foreign language documents, letters, etc., into English.
- Performs general clerical duties, including; -making appointments, interviewing clients to screen for identification, residency, and income criteria, and assisting in maintaining client records.
- Assists with special projects as requested, performs receptionist duties in the absence of receptionist and performs other duties as assigned.

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in a foreign language or a field relevant to the work being performed.

MINIMUM EXPERIENCE REQUIREMENTS

One year of experience in translation or customer service is required. Must be proficient in both verbal and written communications of a foreign language. Two years of pertinent experience may be substituted for the above education requirement.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

- Bilingual (English/Spanish) skills preferred.
- Willing to work weekends.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing however if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

This position is dependent upon continued available fund. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 11
\$755 - \$1,007 Biweekly \$19,630 - \$26,182 Annually

OPENING DATE

February 22, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer